



STATE OF IOWA

KIM REYNOLDS, GOVERNOR
ADAM GREGG, LT. GOVERNOR

IOWA PRISON INDUSTRIES
DAN CLARK, DIRECTOR

To: IPI Advisory Board Members

From: Dan Clark

Date: September 29, 2017

Re: Proposed Revision to Process for Board Approval of Sales to General Contractors

The Iowa Administrative Code (below) allows IPI sales to public entities via private contractors when certain conditions are met, including IPI Advisory Board approval. At the Board's request, a proposed, streamlined approval process follows:

1. An IPI employee prepares the attached Public Entity Request Form. The form is reviewed and approved by the IPI Sales Director and IPI Director;
2. For a project whose sales price is less than \$100,000, IPI will proceed with the project and report it to the Board at its next regularly scheduled meeting;
3. For projects greater than \$100,000, the IPI Director will inform the Board via email of its intention to proceed;
4. Board members may request that the IPI Director provide additional information or schedule a teleconference meeting to discuss and consider the proposed sale. Such a request should be made within one week of the email from the Director;
5. In the case of no comments back from the Board, IPI will proceed with the project and the Board will formally ratify it at its next regularly scheduled Board meeting;

It should be noted that all private contractor projects and forms are posted to the IPI website for transparency purposes.

37.2(5) Iowa state industries may sell products to a general contractor when the products purchased will be sold to a public entity as provided in subrules 37.2(1) to 37.2(3). The public entity shall submit a written request to Iowa state industries specifying the products and quantities to be purchased. Such sales shall be limited to contractors involved in construction, renovation, and remodeling projects. Sales to a general contractor shall be approved by the Iowa prison industries advisory board.

Our Vision: A meaningful work opportunity for every offender
IPI: Building Brighter Futures

(TEL) 515-822-8920 - 510 East 12th Street, Des Moines, Iowa 50319 - (FAX) 515-725-5799

www.iaprisonind.com